

**SECRET**

25 January 1963

**MEMORANDUM FOR: Deputy Comptroller**

**SUBJECT : ADPS Activity Report for November and  
December 1962**

25X1A 1. Attached is a copy of a report by [REDACTED] which reflects his recent activity in the Finance and Fiscal Divisions.

2. In addition to this activity, several discussions have taken place between members of the ADP Staff and the Budget Division for the purpose of bringing into focus procedures which can be improved by ADP systems. The first phase of mechanization would be the development of a form which could be utilized for the collection of basic personnel and fund information by organization and program. The several budget reports which display this information in various sequences and formats could then be produced automatically. In addition, changes to various items or amounts could be made without the need for manual recomputing and retyping of the budget summaries. The Budget Division is now analyzing their information requirements and developing a format for collecting the basic data.

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Chief

CIA Automatic Data Processing Staff

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**Attachment:**  
**Activity Report**

COPY of [REDACTED] penned note to Dep.Compt:  
Bob: Would you please let me know if this is proceeding at the pace and in the direction that you want.

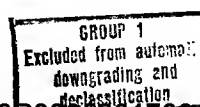
**Distribution:**

Orig.+1 - Addressee (w/att)  
1 - C/ADPS/SD (wo/att)  
~~1 - C/ADPS file~~  
1 - C/AAPS chrono

Joe

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**ADPS/JB [REDACTED] (25 Jan 63)**



**SECRET**

15 January 1963

MEMORANDUM FOR: Chief, Support Division, ADPS

SUBJECT: Activity Report for November  
and December 1962

1. As per your request the following is a brief of my activities for the months of November and December 1962.

a. Finance Division Problems

Several hours have been expended over the past two months relative to Finance on ADP problems wherein I served as liaison. The major problems are outlined below:

1) The Chief, CATS Branch, Finance Division formally requested ADPD to furnish it with six copies of a run in straight numerical listing and then with one copy ejected by employee number. When this came to my attention I had discussions with the Branch Chief and the requirement was changed to three copies ejected by employee number. This change resulted in considerable savings in manpower, paper and machine cost. The listings involved some 39 trays of IBM cards.

2) I have been involved in, and it hasn't been completely settled yet, a proposal made by the Finance Division regarding the processing of the property accounts payables. I have attended several meetings with personnel from Finance, Technical Accounting Staff and ADPD. Again I seemed to be the "buffer" between each group. This proposal, as revised, has the potential of considerable savings in Finance and ADPD of manpower, paper and machine time.

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3) I have requested the Chief, ADPD to furnish me a list of all "reports" currently prepared for the Comptroller complex. The list to indicate the number of copies, time required to prepare and to whom distributed. I propose to take this information to the Deputy Comptroller and suggest he assign a senior person to really give these requirements a very "hard look" as to need and number of copies. I am very confident this project will develop considerable savings in manpower, paper and machine cost.

4) I have been involved in several other minor type projects regarding work performed by ADPD for Finance which have required bits of my time.

**b. Survey of Fiscal Division**

The major portion of my time over the past two months has been expended in the Fiscal Division.

1) A detail review has been made of the General Ledger Control Accounts, pertinent subsidiaries, the daily posting journals now in use, the allotment ledger and supporting records. Special consideration being given to the current manner maintained, the type documents used to post each record and the type information posted thereon.

2) The second phase of this study is under way which is to compare the Fiscal Division procedures with those used by the Finance Division. This comparison phase is considered necessary for the following reasons:

a) Possible consolidation of the two divisions sometime in the future.

b) to have the financial reports of the two divisions consolidated by machine as opposed to the manual method in use today.

c) to develop procedures for "input" to the 501 in such manner that the current 501 programs may be used wherever possible.

3) Rough flow charts and coding charts are being prepared along with the efforts above. This effort is beginning to move along and should develop more speed and much of the "ground work" has been covered.

In the process of doing the things indicated in paragraphs 1), 2), and 3) there have been several instances where we have been able to suggest changes in present procedures which save manpower efforts, an example of this type of accomplishment is as follows:

1) Several thousand postings a month were saved in posting the Logistics Procurement Accounts (cost center) by using a monthly schedule of open purchase orders at month-end as opposed to individual postings.

2) The second phase of this big posting problem will begin next month wherein by a small addition of information currently being punched into IBM cards we will be able to make summary posting to Cost Center Ledger Sheets and support this posting with the detail listing of expenditure information from the information now on ADPD records. This will save several hundred SCR postings per month.

3) There have been numerous other minor suggestions made and adopted which save manpower efforts in the Fiscal Division.

c. The cooperation of Fiscal, Finance and ADPD personnel has been excellent. Since our meeting in the Deputy Comptroller's office, [REDACTED] of ADPD has not been able to spend too much time with me as he has had some assignments to complete at present. [REDACTED] expects to be able to devote more time to me after next week.

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